



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**

Vacancy Announcement
41-2013

OPEN TO: All Interested Candidates
POSITION: Laborer, FSN-1*; FP-DD ** (Please refer to the position title or VA number in your application to be considered)
OPENING DATE: November 25, 2013
CLOSING DATE: December 9, 2013
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 431,007 * (Grade 01)

*This represents the total annual compensation including salary, bonus and benefits.

**Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Algeria is seeking an individual for the position of Laborer in the Facilities Section.

BASIC FUNCTION OF POSITION

Working alone, or as member of a team, performs primarily unskilled tasks to maintain the buildings and grounds of Embassy Algiers.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Required Education:** Completion of elementary school is required.
- 2. Prior work experience:** One year documented prior experience as a laborer is required.
- 3. Language Proficiency:** Level II French is required.

4 .Other Skills and abilities:

- Must be able to perform sustained arduous physical work.
- Must be able to climb stairs, ladders, scaffolding, and work more than 3 meters above the ground.
- Must be able to safely lift 25 kg on a regular basis.
- Must be able to follow directions.
- Current driver's license (car or truck) preferred

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. Eligible Family Members that currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested applicants for this position must submit: (1) and (2) below:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff of Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with the application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

CLOSING DATE FOR THIS POSITION: December 9, 2013

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resources Office**
Attention: Laborer, Vacancy Announcement #41-2013
Point of Contact: Human Resources Office
Fax to: 0770 082 288
Post to: BP 408 16000 Alger Gare
E-mail to: **usembassyalgiers_app@state.gov**